



Department of Behavioral Health and Developmental Services
ON-SITE REVIEW PREPARATION CHECKLIST

**Note: A DBHDS License Will Not Be Issued Unless
All Items Listed Have Been Completed**

Provider Name _____

License Number _____ **Date of Site Visit is scheduled for** _____

- ☐ 1. Staffing Schedule: including staff names, titles/credentials, all required training, and have oriented enough staff to begin service operation, (to include relief staff);
Additional requirements:
- ☐ Resumes of applicable work experience and education,
 - ☐ Staff training completed in CPR, First Aid, Behavior Intervention, Emergency Preparedness and Infection Control and Medication Management, if applicable.
- ☐ 2. Criminal background checks and Central Registry (CPS) searches **must be initiated** for all staff that will begin work for **all services except children's residential**. Contact:
- ☐ **Malinda Roberts** at 804/786-6384 for all services except children's residential
- Central Registry (CPS) Contact:
- ☐ **Betty Whittaker** at 804/726-7567 or
 - ☐ **Kim Davis** at 804/726-7549 for Central Registry Checks (CPS)
- Criminal background check and Central Registry (CPS) **results must be received** by the provider prior to scheduling staff to work for **children's residential facilities only**. Contact:
- ☐ **Angela Pearson** at 804/726-7099 for children's residential only
- ☐ 3. Licensing Policies and Procedures Approved;
- ☐ 4. Human Rights Policies and Procedures Approved;
- ☐ 5. Human Rights Affiliation (LHRC);
- ☐ 6. Proof of Insurance (general liability, professional liability, vehicular liability, & property damage)
- ☐ 7. Adequate Financial Backing for service provided (Updated/current)
- ☐ 8. Personnel: records must be complete and include evidence of completed applications for employment, evidence of required training and orientation, reference checks, and evidence of completed background investigations;
- ☐ 9. Client records, (a sample client record).
- ☐ 10. Ready to demonstrate your knowledge of and ability to implement your service description and policies and procedures, - random questions
- ☐ 11. Certificate of Occupancy;
- ☐ 12. Regulations regarding the physical plant are in compliance;
- ☐ 13. **Availability** of the **Final Policy Manual** (including all policies/forms) that was preliminarily approved. The licensing specialist will determine the final approval of the final policy manual.